

**CONFIDENTIAL ASSISTANT TO THE SUPERINTENDENT OF
PUBLIC WORKS**

Salary: \$ 41,770, however, County is currently reviewing salary and will update prior to hiring.

Fulltime with Benefits

This position exists in the Warren County Department of Public Works ("Department") and involves responsibility for day to day administrative operations of the office of the Superintendent. The incumbent performs office management and administration functions including but not limited to personnel management and supervision, fiscal management, policies and procedures coordination, program planning, budgeting, reporting and program evaluation as assigned by the Superintendent. Also, the Superintendent may designate the incumbent to act for and on behalf of the Superintendent or Deputy Superintendent for authorized functions. Work is performed in accordance with policies and objectives outlined by the Superintendent with wide leeway allowed for the exercise of independent judgment. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one year of administrative or supervisory office management experience with a public agency or private business; or
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three years of administrative or supervisory office management experience with a public agency or private business, or
- C. Graduation from high school or possession of a high school equivalency diploma and five years of clerical experience in an administrative or supervisory capacity with a public agency or private business; or
- D. An equivalent combination of experience and training as defined by the limits of (a) and (b) above.

Authority to fill this job vacancy is subject to final approval.

**WARREN COUNTY IS AN EOE/AA EMPLOYER.
APPLICATIONS ARE BEING ACCEPTED UNTIL **September 15, 2015.****

CANDIDATE SHOULD SEND RESUME AND LETTER OF INTENT TO:
JEFFERY E. TENNYSON, P.E. SUPT.
WARREN COUNTY DEPT. OF PUBLIC WORKS
4028 MAIN STREET
WARRENSBURG, NY 12885